Request for Proposal
2019 Multimedia Translation
Proposals will be received until Tuesday, 30 April 2019, 23h59 CET time

1. No proposals will be considered after the appointed deadline.
2. Proposals must be submitted in English.
3. We require 1 copy of the proposal by email.
4. Incomplete proposals will not be considered.

The Request for Proposal (RFP) consists of two parts:
I – Company Overview
Please fill out the provided form and complete with any further information on your company that you feel we should have.

II – Multimedia Translation Procedure
Please complete the section of the multimedia translation procedure with an estimation of the minutes you are able to transcribe, translate and provide subtitling within the given parameters based on the sample attached to this RFP.

Proposals must:

- Be sent by email to camila.fontoura@iasociety.org no later than **Tuesday, 30 April 2019**
- Contain:
  - Prices and services related to the multimedia translation procedure and sample fares.
  - Your work product based on the video attached to this RFP which has been transcribed, translated and provided with subtitles in French and Brazilian Portuguese.

Add any other information you consider important.

Important notes:
Upon receipt, your proposal will be evaluated. Afterwards, selected companies might be contacted to further discuss their proposals verbally. The interviews for all short listed agents will take place on the phone and more information/clarifications might be requested by email in May 2019.

We are not obliged to award this contract for any service to one single supplier.

Camila Fontoura
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1. About the IAS:

Founded in 1988, the International AIDS Society (IAS) is the world's largest association of HIV professionals, with members from more than 180 countries. IAS members work on all fronts of the global response to AIDS, and include researchers, clinicians, policy and programme planners and public health and community practitioners on the frontlines of the epidemic. The IAS organizes the world's two most prestigious HIV conferences, each convened biennially in alternating years. In addition, the IAS advocates for urgent action to reduce the global impact of HIV. More information on IAS can be found at www.iasociety.org.

2. About the IAS Educational Fund:

The rapid pace of scientific discovery in care for people living with HIV and AIDS requires clinicians, HIV service providers and advocates to remain continually up to date on research developments and best practices. As the International AIDS Conference remains a vital tool for continuing medical education, the International AIDS Society (IAS) has launched the IAS Educational Fund – a mechanism aimed to provide and invest in educational opportunities that support the frontline HIV workforce. Due to limited resources and professional demands, it has become increasingly difficult for clinicians, HIV service providers and advocates to access the latest research and science. The IAS Educational Fund seeks to address this by building a stronger linkage between the latest discoveries presented at the international conferences and the implementation and scale-up of those discoveries. To make the content of IAS conferences accessible to a wider audience, most conference sessions are made available online. The IAS Educational Fund team also provides selected sessions in multiple languages dedicated to clinicians and other healthcare providers and advocates.

3. Purpose of the Services:

IAS will organize the 10th IAS Conference on HIV Science in Mexico City between 21-24 July 2019, for which multimedia translation services are requested. The multimedia translation services consist of different steps:

1. **Transcribing**
   The original video files (in English) will be available as of 31 July 2019 and will need to be transcribed. The content of the video recordings must be transferred to a written text.

2. **Translating**
   The transcribed texts of the original video files need to be translated into French, Spanish, Portuguese, Arabic or Russian taking into account the context and capturing the cultural nuances of the video content. Some videos may be translated in one or more of the languages indicated above.

3. **Subtitling**
   The translated texts will need to be converted into subtitles, which subsequently must be burnt in the original video files, taking into consideration ongoing on-screen action.

4. Deliverables:

Area	Activity	Deadline
2019 Online resources	Video delivery (10-15 videos in total)	31-Jul-19
	Quote from translation/subtitling by provider	09-Aug-19
	Approval & Contract	16-Aug-19

	Transcription, translation, subtitling by provider	04-Oct-19
	Proofing of online material (IAS)	18-Oct-19
	Finalize material with provider	31-Oct-19

5. Period:

The activities will take place between July and October 2019.

6. Proposal Requirements:

- The specified deadlines must be respected
- The quality of translations should be guaranteed taking into account the context and capturing the cultural nuances of the video content

7. The following services are essential:

The translations should follow the standards applied on previous Online Resources projects conducted. Examples can be found here: http://www.iasociety.org/IAS-Educational-Fund/Resources

8. Submission details:

I – Company Overview

COMPANY INFORMATION

General information:

Company's name: _____
Contact person: _____
Address: _____
_____
Phone number: _____
Email: _____Website: _____

Project team details:
Key account manager:_____
Number of team members:_____
Are the manager and team members able to communicate in English? Yes No
Ability to communicate in other languages (please list):
_____

Experience:
Please describe similar projects or experience relevant for this proposal and add links.
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Further details:
Details on resources dedicated to the project, tools, any other information that you consider important to mention.
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II – Multimedia Translation Procedure

In order to review the quality of your work, we would like to ask you to transcribe, translate and add subtitles in French and Brazilian Portuguese to a part of a video file (from **03:05 to 06:30**). The video can be accessed via the following link and by clicking: http://programme.aids2018.org/Programme/Session/1593 on the video tab. Please send your work product attached to the RFP.

Based on this sample, please indicate how many minutes you would be able to transcribe, translate and provide subtitling with a budget of:

1) 20,000 USD;

2) 40,000 USD;

3) 60,000 USD.

Please indicate your breakdown timeline and costs in order to reach the deadlines indicated on the deliverables table.

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Please indicate your breakdown costs per language (Brazilian Portuguese (PT-BR), French (FR), Latin American Spanish (SP-LA), Russian (RU), and Arabic (AR)) for a 15 minutes video in the table below.

Length of the video	Script Prep	Translation, edit & proofread. Burn in						TOTAL
	One Off Cost	TEP - PT- BR	TEP - FR	TEP – SP - LA	TEP-RU	TEP-AR	BURN - IN	
15:00:00								

Ethical Provider Policy

☐ By checking the box, you affirm that your company does not actively or implicitly support discriminatory workplace policies including, but not limited to, real or perceived HIV status, sexual orientation, gender identity, mental or physical disability, age, race/ethnicity, marital status, family or care giver's responsibilities, pregnancy, religion, or political views that would negatively impact people living with HIV.

Please submit two references who can verify that your company does not support discriminatory workplace policies:

1.
2.

Confidentiality

IAS will not give out any information or share any proposals received during the bidding process. The supplier, or any subcontractor of the supplier, shall not give out any information (including this document and all containing documents) received during the bidding process to a third party without prior written consent of the IAS.